

S.No	File.No	Subject	From whom Received	Received Date	Sent to	Sent Date	Remark
1		T/C REQUIREMENT OF TONER/CARTIDGES	COE	18.04.17	ARF/SOF/ LDC/SO/ ARF/FO/ ARF	26.09.17	
2		adjustment of file of due amount (7500/-) dr.D.K.YADAV.	DE	09.05.17	FO/ARF/S OII/LDC/F O/H DOE	26.09.17	
3		CURTAIN REQUIRMENT FOR CLASS ROOM	STORE	11.05.17	SA/SO/A RF/FO/H DRM	26.09.17	
4		REQUIREMENT OF BOOK SHELF	STR	02.06.17	ARF/SOI/ SA/SO/A RF/FO/H EAD DRM	26.09.17	
5	7176R	GUEST FACULTY FOR Ph.D COURSE (COMPUTER)	DEM	30.06.17	LDC/SO/ ARF/FO/ ARF	26.09.17	
6	3807R	SPOKEN ENGLISH PROGRAMME	RCP	06.07.17	ARF/SOI/ SA/SO/A RF/FO/C OR RCP	26.09.17	
7	9464R	PURCHASE OF LON ELECTRODE	DEM	06.07.17	ARF/SOI/ SA/SO/A RF/FO/A R(S&P)	26.09.17	

8		ADVANCE OF COE OFFICE CONFERENCE WORKSHOP	COE	06.07.17	LDC/SO/ ARF/FO/ VC	26.09.17	
9		IMPREST MONEY FOR DRM MBA(RM)	MBA	06.07.17	STENO/S O/ARF/F O/ARF	26.09.17	
10	7365R	REPAIR OF DOUBLE DISTILLATION UNIT	VC	19.07.17	FO/ARF/S OI/SA/SO /ARF/fo/ HEAD DAC	26.09.17	
11		MAINTINENCE OF OLD TUBE WELL	EE	19.07.17	SA/ARF/F O/EE	26.09.17	
12	10174R	FOTO COPY MACHINE REGARDING	R	20.07.17	SA/SO/A RF/FO/V C	26.09.17	
13		ADVANCE MONEY	DAAS	28.07.17	ASTT/SO/ ARF/FO/ ARF	26.09.17	
14	373F	IMPREST MONEY FOR SAS	SAS	31.07.17	ASTT/SO/ ARF/FO/ ARF	26.09.17	
15	10182R	LTC OF DR BAL CHANDRA YADAV	R	03.08.17	ASTT/SO/ ARF/FO/ VC	26.09.17	
16	10792R	MEDICAL ADVANCE SHRI BRIJ MOHAN MTS	R	10.08.17	ASTT/AR F/FO/VC	26.09.17	
17	3761R	REPAIR UPS COMPUTER PRINTER	CC	18.08.17	LDC/SO/ ARF/FO/ ARF	26.09.17	

18	6396R	IMPREST MONEY	SH	21.08.17	ASSISTANT/ARF/FO/ARF	26.09.17	
19		AMC OF DG SETS PART-III	EE	22.08.17	SOI/SA/SOI/ARF/FO/SA/SO/ARF/FO/VC	26.09.17	
20	7268R	PAYMENT FOR NEWSPAPER AND MAGAZINE	LIB	23.08.17	LDC/SOII/ARF/FO/ARF	26.09.17	
21		PAYMENT FOR NEWS PAPER & MAGAZINES	ABH	24.08.17	LDC/SO/ARF/FO/ARF	26.09.17	
22		LANDSCAPING OF AMBEDKAR BHAWAN	GBS	28.08.17	LDC/SO/ARF/FO/ARF	26.09.17	
23	6256R	MAINTENANCE OF ELECTRICAL UNDERGROUND CABLE IN UNIVERSITY CAMPUS	EE	28.08.17	ARF/SOI/SA/SO/ARF/FO/VC	26.09.17	
24		T/C PRINTING OF SEMESTER GRADE SHEETS	EXAM	28.08.17	ARF/SOI/SA/SOI/ARF/FO/ARF	26.09.17	
25	8420R	NO OBJECTION CERTIFICATE FOR RGNF (MS PRATHINIDHI)	R	29.08.17	ANKIT/SO/ARF/FO/ARF	26.09.17	
26		shifting of lab equipment usic	USIC	29.08.17	FO/VC	26.09.17	

27		end semester examination remuneration bill may-2017	VC	30.08.17	ARF/SOI/ CASHIER/ ARF/SO(E)	26.09.17	
28	6108R	201/Appointment of RA under Young Scientist scheme/DIT DR DHIRENDRA PANDEY	DBT	31.08.17	SA/SO/A RF/FO/A RF	26.09.17	
29	8265R	FURTHER BEAUTIFICATION OF RCA BOYS HOSTEL	RCA	01.09.17	FO/ARF/S OI/sa/SO /ARF/FO/ DIR RCA	26.09.17	
30		REQUIREMENT OF CHEMICALS GLASSWARES & PLASTICWARES FOR FINANCIAL YEAR 2016-17	DPS	04.09.17	FO/HEAD DEPT OF PHARMA	26.09.17	
31	5879R	PURCHASE OF UPS	STORE	04.09.17	ARF/SOI/ SA/SO/A RF/FO/DI R CC	26.09.17	
32	10698R	TA BILL FILE REGISTRAR OFFICE NCSC-NEW DELHI MEETING 06.07.17	VC	04.09.17	FO/VC	26.09.17	
33		IMPREST MONEY FOR KBH	KBH	04.09.17	ANKIT/S OII/ARF/F O/VC	26.09.17	
34	5963R	IMPREST MONEY FOR YASHODHARA GIRLS HOSTEL	YGH	05.09.17	ANKIT/S O/ARF/fo /ARF	26.09.17	
35	7300R	केन्द्रीय पुस्तकालय अनु० कार्य	EE	05.09.17	FO/ARF/F O/VC	26.09.17	

36		ICC AT 112 ADVANCE ADJUSTMENT	RTI	05.09.17	LDC/SO/ ARF/FO/ ARF	26.09.17	
37	3837R	Advance for university functions	GBS	05.09.17	LDC/so/a rf/FO/AR F	26.09.17	
38		REPAIRING OF PROJECTOR AND LAPTOP BATTERY	STORE	06.09.17	LDC/SOI/ ARF/FO/ AR(S&P)	26.09.17	
39		IMPREST MONEY FOR DES	DES	06.09.17	ANKIT/so /arf/FO/ ARF	26.09.17	
40	6027R	Dr. Rima kumari DST-start up YS CONTINGENCY	DES	06.09.17	SA/SO/A RF/FO/A RF	26.09.17	
41		ADJUSTMENT OF DEBIT CARD FOR ABH	ABH	06.09.17	ANKIT/so i/arf/FO/ ARF	26.09.17	
42	10578R	IMPREST MONEY FOR REGISTRAR OFFICE	R	07.09.17	ANKIT/so /arf/FO/ ARF	26.09.17	
43	9318R	DR. MADHUKAR SAXENA-FELLOWSHIP GRANT	dbt	11.09.17	sa/SO/AR F/FO/VC	26.09.17	
44		SANCTION FOR NEWSPAPERS	DMCJ	11.09.17	ldc/SO/A RF/FO/A RF	26.09.17	
45		NEWSPEAPER PAYMENT REGARDING	DPR	11.09.17	ldc/SO/A RF/FO/A RF	26.09.17	

46		regarding REQUIREMENT OF COMPUTERS	store	11.09.17	sa/SOI/ARF/FO/gb I	26.09.17	sunil goriya lib
47		SERB-DST PROJECT (EQUIPMENT) DR JIWAN SINGH	DES	13.09.17	SA/SO/ARF/FO/VC	26.09.17	
48	4544R	PAYMENT OF LEGAL FEE MS. APRAJITA BANSAL	LEGAL	13.09.17	FO/AR(L)	26.09.17	
49		DETAILS OF FEE REFUND FOR CANCELLED COURSE ENTRANCE EXAMINATION -2017	DIT	13.09.17	FO/SO/ARF/SOII	26.09.17	
50		PURCHASE OF COMPUTER SYSTEM FOR RECEPTION COUNTER	STR	13.09.17	FO/SO/SA/SO/ARF/fo/VC	26.09.17	
51		PROJECT FELLOWSHIP OF DR.ANAND PRATP SINGH ICSSR	DPS	13.09.17	SA/SO/ARF/FO/VC	26.09.17	
52		REQUIREMENTS OF SWITCHES,SMPS,HARD DISK, RAM CABLE, RJ-45 CONNECTORS KEYBOARD MOUSE ETC FOR UNIVERSITY AND COMPUTER CENTRE	STR	13.09.17	SA/SO/ARF/FO/HEAD DIT	26.09.17	
53		PURCHASE OF COLOR PRINTER FOR FINANCE OFFICER	STR	13.09.17	SA/SO/ARF/FO/ARF	26.09.17	DISCUSSION
54	10895R	ADVANCE ADJUSTMENT FOR 62ND ACADEMIC COUNCIL & MEETING	R	13.09.17	ARF/SOI/LDC/so/arf/fo/ARF	26.09.17	
55	10413R	T/C PF OF DR DEVESH KUMAR LTC	R	13.09.17	FO/VC	26.09.17	
56	10962R	PAYMENT FOR DISSERTATION OF ONE YEAR LLM II	R	13.09.17	ARF/SOI/ANKITSO/ARF/FO/VC	26.09.17	

57		DR. NEELAM (MO) CONTRACT SATELLITE CAMPUS	vc	14.09.17	arf/FO/V C	26.09.17	
58	10456R	PROF. SANJAY KUMAR ACADEMIC ACTIVITIES	VC	14.09.17	FO/ARF	26.09.17	
59		HONORARIUM DR NEHA ANAND STUDENT COUNSELING CENTRE	VC	14.09.17	FO/ARF	26.09.17	
60		CASH ADVANCE AE(E)	AE(E)	14.09.17	ARF/SOI/ SA/SO/A RF/FO/V C	26.09.17	
61	10971r	details of university regular staff and manpower	r	15.09.17	fo/R	26.09.17	
62	6494R	Payment of legal fee Rajan mishra,S.M singh	R	15.09.17	SA/ARF/F O/VC	26.09.17	
63	349/dmc j/bbau/2 017	fellowship by national council of rurAL INSTITUTE HYDERABAD STUDENTS OF MASS COMMUNICATION AND JOURNALISM BY ASHISH KUMAR ,HARSHALI ARORA	DMCJ	18.09.17	ANKIT/so /arf/FO/ H DMCJ	26.09.17	
64	9226R	INSTITUTIONAL BIOSAFETY COMMITTEE BBAU SUNIL G BABU	DBT	18.09.17	ankit/SO/ ARF/FO/ ARF	26.09.17	
65		VISIT OF DST TEAM,NEW DELHI TO DST-CPR BBAU (DURING 17- 19TH SEPTEMBER 14, 2017) VENKATESH DUTTA	DST-CPR	18.09.17	ARF/SOI/ SA/SOI/A RF/FO	26.09.17	
66		HONORARIUM TO RCP COORDINATOR	RCP	18.09.17	ARF/SOII/ LDC /FO/COR RCP	26.09.17	
67	10981R	NAME PLATE PAYMENT	DRM	18.09.17	FO/ARF/S OI/LDC/S O/ARF	26.09.17	
68	10975R	audit para no.13.7 of c&ag report mhrd letter no 3818/2017/cu.c dated 14.09.17	VC	19.09.17	FO/ARF	26.09.17	

69	7048R	SERVICING OF ELECTRIC LAWN MOWER	GBS	19.09.17	ARF/SOI/ LDC/FO/S O	26.09.17	
70		CONFERENCE THIMPU TA BILL NMP VERMA	ECONOMICS	19.09.17	LDC/FO/ D DOE	26.09.17	
71		DST-SERB GRANT OF DR JAWAHAR LAL HEAD: MANPOWER SALARY (PROJECT FELLOW, RECURRING ITEMS-A	DAC	19.09.17	SA/SO/A RF/FO	26.09.17	
72		UGC-BSR GRANT HEAD: EQUIPMENTS DR JAWAHAR LAL	DAC	19.09.17	SA/arf/F O/vc	26.09.17	
73		IMPREST MONEY FOR FINANCE	finance	19.09.17	ankit/AR F/FO/ARF	26.09.17	
74	4289R	APPROVAL FOR HIRING OF TAXI & payment	VEHICLE	21.09.17	arf/FO	26.09.17	
75	10819R	INTERVIEW FOR GUEST FACULTY	UIET	21.09.17	FO/ARF	26.09.17	
76	3679R	ACTIVATION OF CSIR-JRF OF MR. ATUL (PHD STUDENT 2012-13)	DBT	21.09.17	ANKIT/S O/ARF/F O	26.09.17	
77	10638R	JRF RECRUIT MENT COMMITTEE HCMV DR G SUNIL BABU, DR SANGEETA SAXENA	DBT	22.09.17	SA/SO/A RF/FO/V C	26.09.17	
78	8165R	236/GATE SCHOLARSHIP NEHA YADAV	R	22.09.17	ANKIT/S O/ARF	26.09.17	
79		ADVANCE FOR PESTICIDE & ORGANIC FERTILIZER (MULBERRY GARDEN REARING HOUSE)	DAAS	22.09.17	ARF/SOI	26.09.17	
80	10955R	REFUND OF CAUTION MONEY (BATCH 2015-17)	R	22.09.17	ANKIT/S O/ARF	26.09.17	
81	10983R	UTILIZATION CERTIFICATE 12TH PLAN	R	22.09.17	FO/ARF	26.09.17	
82	1/0249/ DAS	HEAD: FIELD WORK AND TRAVEL DR RAHUL VARSHNEY	DPT	22.09.17	ARF/SOI	26.09.17	
83		ADVANCE FOR SEMESTER EXAM 2017	DAC	26.09.17	FO	26.09.17	

84	3098R	ICSSR FELLOWSHIP JAY BHARTI	DPS	26.09.17	ANKIT	26.09.17	
85	1816FO	PAYMENT OF TA BILLS OF VC PART II	VC	26.09.17	LDC	26.09.17	
86		PURCHASE THROUGH CARD PAYMENT	GBS	26.09.17	ANKIT	26.09.17	
87	4351R	UP-32-DN-3760 MARUTI OMNI AMBULANCE	AR(V)	26.09.17	LDC	26.09.17	
88	7642R	DECORATIVE LIGHTING WORKS ON FOUNDATION DAY CELEBRATIONS	EE	26.09.17	FO/EE	26.09.17	
89	8558R	PURCHASE OF ELECTRICAL CABLE	EE	26.09.17	SA	26.09.17	
90	8426R	MAINTENACE OF CENTRAL LIBRARY	EE	26.09.17	SA	26.09.17	
91	10957r	utilization certificate 02 days national conference	r	26.09.17	h dept pharma sciences	26.09.17	